Roofs

- 1. Retain and preserve the original shape, line, pitch, and overhang of historic roofs.
- 2. Retain and preserve all architectural features that are character-defining elements of the roof, such as cupolas, chimneys, dormers, cornices, brackets, and turrets.
- 3. Retain and preserve historic roofing materials whenever possible. If replacement is necessary, use new material that matches the historic material in composition, size, shape, color, pattern, and texture. Consider substitute materials only if the original material is not technically feasible.
- 4. Protect and maintain the roofing system in appropriate ways:
 - Repair leaks promptly to limit related damage to the roof and building.
 - Provide temporary protection to a leaking roof before repairs.
 - Clean gutters and downspouts regularly.
 - Eliminate any vegetation that may cause deterioration of the roof, the gutters, or the downspouts.
 - Replace deteriorated flashing with first quality flashing.
 - Inspect the roof sheathing for signs of insect infestation or moisture damage.
 - Provide adequate ventilation of the attic space to prevent condensation.
 - Provide adequate anchorage for roofing materials to guard against wind and moisture damage.
- 5. Locate roof ventilators, antennas, and solar collectors on non-character defining roofs or inconspicuously on rear slopes where they will not be visible from the street. It is not appropriate to locate them on front or street elevations.
- 6. Install low-profile ridge vents if they are desired, provided that they do not diminish the original design of the roof or destroy historic roofing materials and details.
- 7. It is not appropriate to paint or apply coatings to roofing materials that was historically not coated.
- 8. Generally, it is not appropriate to replace concealed, or built-in, gutters with exposed gutters.
- 9. It is not appropriate to introduce new roof features, such as skylights, vents, soffit vents, rooftop vents, and dormers, if they would diminish the original design of the roof or damage historic roofing materials or features.
- 10. If new gutters and downspouts are necessary, install them so that no original architectural features of the structure are damaged or lost.
- 11. Coat replacement gutters and downspouts with paint or a baked-enamel finish in a color appropriate to the color of the house, unless they are made of copper. They shall match historic size and profile whenever possible.

Exterior Walls and Trim

- 1. Retain and preserve the original shape, form, height, materials, and details of historic walls.
- 2. Retain and preserve all architectural features that are character-defining elements of exterior walls, such as bays, cornices, storefronts, arches, quoins, cornerboards, and brackets.
- 3. Retain and preserve historic wall materials whenever possible. If replacement is necessary, use new materials that match the historic materials in composition, size, shape, color, pattern, and texture. Consider substitute materials only if the original materials are not technically feasible.
- 4. Protect and maintain historic walls in appropriate ways:
 - Inspect walls regularly for signs of deterioration or moisture damage.
 - Keep all joinery adequately sealed to avoid moisture damage.
 - Maintain a sound paint film on all elements that were traditionally painted.
 - Eliminate any vegetation that may cause structural damage, or that may hinder ventilation and surface drainage, thus inviting damage from moisture, mildew, fungi, or insects.
 - Maintain gutters and downspouts to avoid moisture damage to walls.
- 5. If replacement of a wall element or detail is necessary, replace only the deteriorated element to match the original in size, shape, scale, proportion, material, texture, and detail.
- 6. Locate new vents and mechanical connections through historic walls on non-character defining walls or inconspicuously on side or rear walls where they will not be visible from the street.
- 7. It is not appropriate to apply paint or other coatings to unpainted wall materials that were historically not coated.
- 8. It is not appropriate to introduce new wall features, such as vents, bays, and door or window openings, if they would diminish the original design of the wall or damage historic wall materials.
- 9. It is not appropriate to replace or cover wooden siding or trim with a substitute cladding materials such as aluminum siding, vinyl siding, or brick veneer.
- 10. If 50% or more of the existing artificial siding on a structure, element (porch, garage, balcony, entryway), or combination thereof is deteriorated to the degree of needing replacement, the artificial siding shall be removed completely and replaced with historically appropriate material.

Windows and Doors

- 1. Retain and preserve original windows and doors.
- 2. Retain and preserve openings and details of windows and doors, such as trim, sash, glass, lintels, sills, thresholds, shutters, and hardware.
- 3. Protect and maintain existing windows and doors in appropriate ways:
 - Maintain caulking and glazing putty to prevent air or water infiltration around glass.
 - Weatherstrip windows and doors to prevent moisture and air infiltration.
 - Check sills and thresholds to ensure that water runs off and does not collect.
 - Maintain a sound paint film on all wooden windows and doors.
 - Monitor the condition of wooden windows and doors.

Note: Both the peeling of paint and the widening of joints may create false appearance of deteriorated wood.

- 4. Repair original windows, doors, and frames by patching, splicing, consolidating, or otherwise reinforcing deteriorated sections.
- 5. If replacement of a window or door element is necessary, replace only the deteriorated element to match the original in size, scale, proportion, pane or panel division, materials, and detail.
- 6. Replacement shutters shall be sized to window openings. Replacement shutters shall match the appearance, size, design, proportions and profiles of the historic shutters. Comparable detailed drawings of both the historic and proposed replacement shutters shall be reviewed. Documentary, physical, or pictorial evidence shall substantiate replacement of missing shutters. If the proposed shutters are made of a material other than wood, the applicant shall submit detailed drawings as described above, manufacturer's literature, and a sample of the proposed shutter.
- 7. If exterior storm windows are desired, select ones that are coated with paint or a baked-on enamel finish in a color appropriate to the color of the building. Install them so that existing windows and frames are not damaged or obscured. Storm windows shall be "full view" or "broken" in an unobtrusive manner. Any major horizontal or vertical dividing bars of the storm windows shall be aligned with the horizontal dividers of the windows and frames. On double hung windows, the horizontal dividers of the storm windows must align with the meeting rails of the window sash.
- 8. Select storm or screen doors that are painted to match the building or trim. Incorporate full glazed panels in storm doors to maximize the view of the existing door. Install storm or screen doors so that the existing door and frame are not damaged or obscured.
- 9. If fabric awnings are historically appropriate, install them in porch, door, or window openings so that architectural features are not concealed and historic materials not damaged. Select colors appropriate to the color of the building.
- 10. It is not appropriate to install aluminum awnings over porch, door, or window openings.
- 11. It is not appropriate to replace windows and doors with stock items that do not fill the original openings or duplicate the unit in size, material, and design. Snap-in muntins are not appropriate replacements for true divided-light window panes.

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- 12. It is not appropriate to replace transparent glazing in windows or doors with tinted glazing.
- 13. Generally, it is not appropriate to paint transparent or translucent glazing.
- 14. It is not appropriate to fill existing window or door openings if it would diminish the historic character of the building. It is not appropriate to replace or cover glazing with plywood.
- 15. It is not appropriate to introduce new windows or doors if they would diminish the original design of the building or damage historic materials and features. Keep new windows and doors compatible with existing units in proportion, shape, positioning, location, pattern, size, materials, and details.
- 16. It is not appropriate to paint front doors or matching storm or screen doors that were historically stained or varnished unless they have been substantially patched.

Foundations

- 1. Retain and preserve the original form, pattern, color, and texture of historic foundations.
- 2. Retain and preserve all architectural features that are character-defining elements of the foundation, such as decorative vents and grilles, access doors, lattice panels, water tables, and steps.
- 3. Retain and preserve historic foundation materials whenever possible. If repair or replacement is necessary, use new materials that match the historic materials in composition, size, shape, color, pattern, and texture. Consider substitute materials only if the original materials are not technically feasible.
- 4. Protect and maintain a historic foundation in appropriate ways:
 - Provide adequate ventilation of the crawl space to prevent moisture problems.
 - Provide adequate drainage of surface water by grading the site away from the foundation.
 - If necessary, install drains around the foundation to eliminate surface-water problems.
 - Maintain foundation plantings so that they do not hinder adequate ventilation and drainage of the foundation.
 - Eliminate any vegetation that may cause structural damage to the foundation.
 - Follow the guidelines for maintenance of masonry where applicable.
- 5. Locate new utility and mechanical connections through foundations on non-character defining foundation walls or inconspicuously on side or rear walls where they will not be visible from the street.
- 6. It is not appropriate to apply paint or other coatings to unpainted foundation materials that were historically not coated.
- 7. Paint previously painted foundations in dark colors that best reflect the foundation material.
- 8. Removal of paint from painted masonry foundations is not recommended unless the brick is of high quality and was intended to be exposed. Undertake removal only with a chemical paint remover specifically formulated for masonry. Always test the remover on an inconspicuous area or a test panel first.
- 9. It is not appropriate to introduce new foundation features, such as vents or access doors, if they would diminish the original design of the foundation or damage historic foundation features, materials, or structural integrity.
- 10. If spans between masonry piers are to be filled in, recess and detail the panels so that the original piers are still prominent.
- 11. If repair or repointing of mortar is necessary, it is required that the existing mortar be duplicated in composition, color, and texture. Repointing with a mortar of high portland cement content is not recommended.

Porches, Entrances, and Balconies

- 1. Retain and preserve historic porches, entrances, and balconies.
- 2. Retain and preserve all architectural features that are character defining elements of porches, entrances, and balconies, including piers, columns, pilasters, balustrades, rails, steps, brackets, soffits, and trim.
- 3. Retain and preserve historic porch and balcony material, much as flooring, ceiling board, lattice, and trim, whenever possible. If replacement is necessary, use new materials that matches the historic materials in composition, dimension, shape, color, pattern, and texture.
- 4. Protect and maintain porches, entrances, and balconies in appropriate ways:
 - Maintain the slope of the floor and the steps to ensure that water does not collect but runs off.
 - Maintain a sound paint film on all elements that were traditionally painted.
 - Check the condition of all wooden elements regularly for signs of water damage or rot.
 - Keep wooden joinery adequately sealed to avoid moisture damage.
 - Inspect masonry piers or foundation walls regularly for signs of deterioration or moisture damage.
- 5. Repair wooden elements by patching, splicing, consolidating, or otherwise reinforcing deteriorated sections.
- 6. If replacement of a porch element is necessary, replace only the deteriorated element to match the original in size, scale, proportion, material, texture, and detail.
- 7. If a historic porch, entrance, or balcony is completely missing, replace it with either a reconstruction based on accurate documentation or a new design compatible with the historic character of the building in height, proportion, roof shape, material, texture, scale, detail, and color.
- 8. When introducing reversible features to assist people with disabilities, take care that the original design of the porch or the entrance is not diminished and historic materials or features are not damaged.
- 9. It is not appropriate to enclose front porches or balconies.
- 10. Enclosure of side or rear porches and balconies is discouraged. If enclosure of a side or rear porch is required for a new use, design the enclosure so the historic character and features of the porch are preserved.
- 11. It is not appropriate to add elements or details to a porch or an entrance in an attempt to create false historical appearance.
- 12. It is not appropriate to replace wooden porch floors or steps with concrete or brick ones.
- 13. It is not appropriate to add new porches, entrances, or balconies to primary elevations where none previously existed.

Garages and Outbuildings

- 1. Retain and preserve historic garages and outbuildings.
- 2. Retain and preserve all architectural features that are character defining elements of garages and outbuildings, including foundations, steps, roof form, windows, doors, architectural trim, and lattices.
- 3. Retain and preserve historic garage and outbuilding materials, such as siding, masonry, roofing material, and wooden trim. If replacement is necessary, use new materials that match the historic materials in composition, dimension, shape, color, pattern, and texture. Consider substitute materials only if the original materials are not technically feasible.
- 4. Protect and maintain garages and outbuildings in appropriate ways:
 - Check the condition of all wooden elements regularly for signs of water damage or rot.
 - Keep wooden joinery adequately sealed to avoid moisture damage.
 - Maintain a sound paint film on all elements that were traditionally painted.
 - Inspect masonry piers or foundation walls regularly for signs of deterioration or moisture damage.
 - Follow the guidelines for maintenance of masonry, wood, or architectural metals where appropriate.
- 5. If replacement of an element or a detail is necessary, replace only the deteriorated item to match the original in size, scale, proportion, materials, texture, and detail.
- 6. If a historic garage or outbuilding is completely missing, replace it with either a reconstruction based on accurate documentation or a new design compatible with the historic character of the main building or historic outbuildings in the district.
- 7. Keep the proportion and the height of new garages and outbuildings compatible with the proportion and the height of historic garages and outbuildings in the district.
- 8. In constructing new garages and outbuildings, use traditional roof forms, materials, and details compatible with the main building or historic outbuildings in the district. It is not appropriate to construct prefabricated metal storage buildings in the historic district
- 9. Locate new garages and outbuildings in the rear yards and in traditional relationship to the main building.
- 10. It is not appropriate to locate a garage or an outbuilding in front of the main building unless such a location is historically accurate for a specific site.
- 11. Modern garage doors shall be decided upon on a case-by-case basis.

Masonry

- 1. Retain and preserve original walls, foundations, and roofs.
- 2. Retain and preserve all masonry construction features that are character defining elements of historic buildings, including chimneys, arches, quoins, cornices, and pediments.
- 3. Retain and preserve historic masonry materials whenever possible. If replacement is necessary, use new materials that match the historic materials in composition, size, shape, color, pattern, and texture. Consider substitute materials only if the original materials are not technically feasible.
- 4. Protect and maintain historic masonry in appropriate ways:
 - Monitor masonry for cracks and signs of moisture damage.
 - Ensure that water does not collect at the base of a masonry foundation or chimney.
 - Clean masonry only if necessary to remove any heavy soiling or prevent deterioration.
 - Eliminate any vegetation that may cause structural damage or hinder ventilation and surface drainage of a masonry element.
 - Use the gentlest means possible to clean historic masonry. Cleaning with a low-pressure (500 pounds per square inch or less) water wash, using detergents and natural bristle brushes, is preferable over harsher methods.
 - Test any proposed cleaning method on an inconspicuous sample area first.
- 5. If cracks in mortar joints, crumbling mortar, loose bricks, damp walls, or damaged plaster indicate deterioration, repoint mortar joints of masonry surfaces in appropriate ways:
 - Carefully remove deteriorated mortar by hand-raking the joints. Using electric saws or hammers can damage the masonry.
 - Duplicate the strength, the composition, the texture, and the color of the original mortar. Replacing a softer mortar with one high in portland-cement content can cause serious damage to existing masonry.
 - Duplicate the width and the joint profile of the original mortar joints.
- 6. It is not appropriate to apply paint or other coatings to unpainted masonry elements that were historically not coated.
- 7. It is not appropriate to apply nontraditional masonry coatings such as weatherproofing and water repellents to masonry as a substitute for repointing or repair. Use such coatings only if masonry repairs have failed to eliminate water-penetration problems.
- 8. Paint previously painted masonry elements in dark colors that best reflect the color of the masonry material or that of the original paint.
- 9. Removal of paint from masonry surfaces is not recommended unless the brick is of high quality and was intended to be exposed. Undertake removal only with a chemical paint remover specifically formulated for masonry. Always test the remover on an inconspicuous area or a test panel first.
- 10. It is not appropriate to use high-pressure cleaning methods such as sandblasting and waterblasting on historic masonry surfaces. Such cleaning techniques permanently damage the masonry surface and accelerate deterioration.

Wood

- 1. Retain and preserve original wooden siding, trim, and details as well as their paints, colors, and finishes.
- 2. Retain and preserve all wooden features that are character-defining elements of a historic building, such as siding, shingles, brackets, cornices, balustrades, columns, pediments, and architraves.
- 3. Retain and preserve historic wooden fabric whenever possible. If replacement is necessary, use new wood that matches the original in dimension, shape, detail, and texture.
- 4. Protect and maintain wood surfaces and elements in appropriate ways:
 - Inspect wood surfaces and features regularly for signs of damage from moisture, insects, fungi, or mildew.
 - Monitor the condition of wood surfaces and features. Note: Both the peeling of paint and the widening of wood joints may create the false appearance of deteriorated wood.
 - Keep wood joinery adequately sealed to avoid water penetration.
 - Maintain a slope on horizontal wood surfaces, such as porch flooring or window sills, to ensure that water does not collect but runs off.
 - Maintain roofs, gutters, and downspouts to protect wood surfaces and features from water damage.
 - Prime all exposed wood surfaces before painting.
 - Maintain a sound paint film or other coating on wood to prevent damage from ultraviolet light and moisture.
- 5. Repair original wooden elements and details by patching, splicing, consolidating, or otherwise reinforcing deteriorated sections.
- 6. If replacement of a wooden element or detail is necessary, replace only the deteriorated element to match the original in size, scale, proportion, material, and detail.
- 7. It is not appropriate to clean wood surfaces with high-pressure methods, such as sandblasting and waterblasting.
- 8. It is not appropriate to overexpose wood surfaces to caustic chemical strippers that will raise the grain of the wood and roughen the surface texture.
- 9. It is not appropriate to replace wooden siding, trim, or window sash with contemporary substitute materials such as vinyl or aluminum.
- 10. It is not appropriate to cover existing wooden siding with contemporary substitute materials such as synthetic or metal siding.
- 11. If feasible, remove synthetic or metal siding that covers original wooden siding, and repair the original material as necessary. Remove later siding carefully so that the wood is not damaged.

Architectural Metals

- 1. Retain and preserve original architectural metals, including cast iron, wrought iron, steel, pressed tin, copper, aluminum, and zinc, as well as their finishes and colors.
- 2. Retain and preserve architectural metal features that are character-defining elements of a historic building or site, including fences, gates, cornices, rails, roofs, gutters, downspouts, flues, and hardware.
- 3. Retain and preserve historic metal fabric whenever possible. If replacement is necessary, use new metal that matches the original in composition, dimension, shape, detail, and texture. Consider substitute material only if the original material is not technically feasible.
- 4. Protect and maintain historic architectural metals in appropriate ways:
 - Monitor metal for cracks and signs of deterioration or corrosion.
 - Clean metal when necessary to remove corrosion before repainting or coating.
 - Maintain a sound paint film or other coating on metals that corrode.
- 5. Use the gentlest means possible to clean historic architectural metals, including appropriate chemical solutions for soft metals and wire brushing or handscraping for hard metals.
- 6. It is not appropriate to clean soft metals, such as lead, copper, tin, zinc, and terneplate, using a high-pressure technique like sandblasting. If wire brushing and handscraping prove ineffective in cleaning hard metals, such as steel, cast iron, and wrought iron, use low pressure dry-grit blasting if it will not damage the metal surface.
- 7. Repair original architectural metal elements and details by patching, splicing, consolidating, or otherwise reinforcing deteriorated sections.
- 8. If replacement of an architectural metal element or detail is necessary, replace only the deteriorated element to match the original in size, scale, proportion, material, and detail.
- 9. Paint previously painted metals in colors appropriate to the colors of the historic building or site and the historic district.

Paint

- 1. Protect original building material that was painted by maintaining a sound paint film.
- 2. Maintain previously painted surfaces in appropriate ways:
 - Inspect painted surfaces to determine if repainting is necessary or if cleaning the surfaces will suffice.
 - Use the gentlest techniques possible, such as handscraping and handsanding with wood or brick, and wire brushing and handsanding with metals, to remove loose paint layers down to a sound paint layer. Employ electric heat guns, heat plates, and chemical paint strippers only when gentler methods are not successful and more thorough removal is necessary, and use them with caution.
 - Follow proper surface preparation, applying compatible paint-coating systems, including priming all exposed wooden surfaces.
 - Apply paint only to clean, dry surfaces to ensure that it will properly bond.
- 3. It is not appropriate to paint unpainted brick and stone, or to paint copper and bronze.
- 4. Coat replacement gutters and downspouts with paint or a baked-on enamel finish in a color appropriate to the color of the house, unless they are made of copper.
- 5. Coat exterior storm windows with paint or a baked-on enamel finish in a color appropriate to the color of the house, usually the same color as the window sash or trim
- 6. It is not appropriate to apply paint or other coatings to unpainted wall material that was historically not coated.
- 7. It is not appropriate to apply paint or other coatings to unpainted foundations that were not historically coated.
- 8. Select paint colors that are appropriate to the historic building and district.

Exterior Color

- 1. Select material and paint colors appropriate to the historic building and district.
- 2. Selection of paint and stain colors shall be based on research on historic finishes.
- 3. Enhance the architectural character of the historic building through appropriate placement of exterior paint colors.
- 4. Use variations in paint colors to reflect variations in materials on the building's exterior.
- 5. Paint previously painted foundations in dark colors that best reflect the foundation material.
- 6. Generally, it is not appropriate to install light-colored asphalt shingles.
- 7. Coat replacement gutters and downspouts with paint or a baked-on enamel finish in a color appropriate to the color of the house, unless they are made of copper.
- 8. Coat exterior storm windows with paint or a baked-on enamel finish in a color appropriate to the color of the house, usually the same color as the window sash or trim.
- 9. It is not appropriate to apply paint or other coatings to unpainted fence or wall materials that were not historically coated.
- 10. It is not appropriate to paint front doors that were historically stained or varnished unless the doors have been substantially patched.
- 11. Paint wooden fences white or a color that coordinates with the exterior colors of the building.
- 12. For fabric awnings, select colors that are comparable in hue and intensity with the exterior colors of the historic building.

Utilities and Energy Retrofit

- 1. Retain and preserve the inherent energy-conservation features of a historic building, such as porches, operable windows, transoms, and louvered shutters.
- 2. Improve thermal efficiency by installing weatherstripping, storm windows, caulk, and if they are historically appropriate, fabric awnings and shutters.
- 3. It is not appropriate to replace transparent glazing in windows and doors with tinted or mirrored glazing.
- 4. It is not appropriate to replace multiple-paned doors or window sashes with thermal sashes using snap-in muntins.
- 5. Generally, it is not appropriate to replace operable windows or transoms with fixed glazing.
- 6. Install interior or exterior storm windows so that the windows and frames are not damaged or obscured. Select exterior storm windows that are coated with paint or a baked-on enamel finish in a color appropriate to the color of the building. Install them so that existing windows and frames are not damaged or obscured. Storm windows shall be "full view" or "broken" in an unobtrusive manner. Any major horizontal or vertical dividing bars of the storm windows shall be aligned with the horizontal or vertical dividers of the windows and frames. On double hung windows, the horizontal dividers of the storm windows must align with the meeting rails of the window sash.
- 7. Select wooden storm or screen doors that are stained in a natural wood color or painted to match the building or the trim. If a metal storm or screen door is desired, select exterior storm doors that are coated with paint or a baked-on enamel finish in a color appropriate to the color of the building. Incorporate full glazed panels in storm doors to maximize the view of the existing door. Install storm or screen doors so that the existing door and frame are not damaged or obscured.
- 8. If fabric awnings are historically appropriate, install them in porch, door, or window openings so that the architectural features are not concealed or historic materials damaged. Select colors appropriate to the color of the building.
- 9. If shutters are historically appropriate, install them sized to window openings.
- 10. Locate roof ventilators, antennas, and solar collectors on non-character defining or inconspicuously on rear slopes where they will not be visible from the street. It is not appropriate to locate them on front or street elevations.
- 11. Install low profile ridge vents if they are desired, provided that they do not diminish the original design of the roof or destroy historic roofing materials and details.
- 12. Locate vents and mechanical connections through historic foundations or walls on non-character defining elevations or inconspicuously on side or rear walls where they will not be visible from the street.
- 13. Install mechanical equipment such as heating and air conditioning units in areas and spaces requiring the least amount of alteration to the appearance and the materials of the building. Screen the equipment from view.
- 14. Locate exposed exterior pipes, wires, meters, and fuel tanks on rear elevations or along an inconspicuous side of the building. Screen them from view.
- 15. Locate window air-conditioning units on rear or inconspicuous elevations whenever possible.

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16. It is not appropriate to install large antennas and satellite dishes in the historic district. Satellite dishes less than 24" in diameter, less than 5' tall, and not visible from the street shall be permitted.

Life Safety and Accessibility

- 1. Review proposed new uses for existing historic buildings to determine if related building code and accessibility requirements are feasible without compromising the historic character of the building and site.
- 2. Meet health and safety code and accessibility requirements in ways that do not diminish the historic character features, materials, and details of the building.
- 3. Locate fire exits, stairs, landings, and decks on rear or inconspicuous side elevations where they will not be visible from the street.
- 4. It is not appropriate to introduce new fire doors if they would diminish the original design of the building or damage historic materials and features. Keep new fire doors as compatible as possible with existing doors in proportion, location, size, and detail.
- 5. When introducing reversible features to assist people with disabilities, take care that the original design of the porch or the entrance is not diminished and historic materials or features are not damaged.
- 6. If possible, comply with accessibility requirements through portable or temporary, rather than permanent ramps.